

How to Apply

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. (Additional documents/materials are included in the online application). Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without internet access may fax a paper application to (916) 648-1211 or mail to the address below.

Application packets may be obtained by contacting MSS, Social Services, or Human Resources Department in one of the listed counties.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

Please print a copy of this job bulletin for your records.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.



Equal Opportunity Employer



What to Expect

If your application is approved it will be placed in the pool of interested applicants for each county you indicate in the supplemental questionnaire on the application. Should one of the counties you select have a need to fill a vacancy you will be sent notification from MSS informing you of such. The notification will require a response, within three working days, indicating continued interest in working for the identified county.

If you are still interested in the specified county you will be notified of the next steps in the examination process (job simulation, structured oral examination, or placement on an eligible list) as soon as the examination dates and locations have been scheduled, or as soon as the eligible list is established.

If you do not respond or are no longer interested in the specified county your name will remain in the pool of applicants for all other counties you have selected.

EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Applicants who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process.

Some positions require that all approved applicants take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position, please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cps.ca.gov, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies.



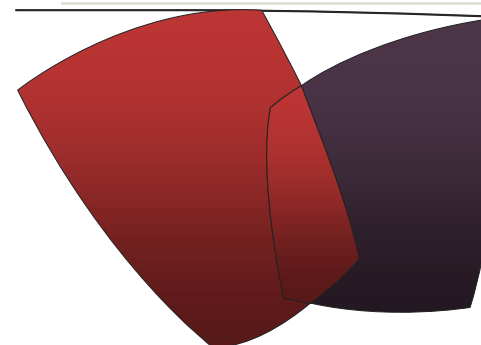
**Merit System Services
Invites Applications for**

Master Level Social Worker



Merit System Services is accepting applications on a continuous basis for *current and future* Master Level Social Worker positions.

Application Deadline: Continuous
Visit our website at: www.mss.ca.gov



The Position

Positions in this class provide direct protective and supportive casework services to children and adults, dealing with complex individual and family problems; and may act as a program and casework consultant to staff. Assignments may include casework of an advanced nature; development of intensive treatment plans and counseling; emergency response, assessing social service needs and making appropriate referrals; conducting social studies; training and strong interaction with community agencies. Performs related work as required.

Minimum Qualifications

While the following requirements outline the minimum qualifications, MSS reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

EITHER

A Master’s degree in Social Work;

OR

A Master’s degree from a two (2) year counseling program.

NOTE: Students who anticipate completing the degree requirement within the next six months from date of application may apply.

Additional Information

A valid driver’s license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Some positions may require work in Adoptions. Per the State of California Regulations, Title 22, Division 6, Chapter 9, subsection 89155, applicants for Master Level Social Worker and Social Worker Supervisor II positions assigned to work in Adoptions must have a Master's degree in Social Work (MSW). Applicants who are within six months of graduation from a qualifying MSW program will be reviewed for further consideration; however, an eligible shall not be hired until completion of the MSW program.

The ability to speak and read Spanish in addition to English would be an asset, but is not required. Applicants for English/Spanish bilingual designated positions must take and pass the Merit System Services Spanish proficiency examination prior to appointment.


Counties may also assess bilingual skills for languages other than Spanish.

The resulting eligible list from this examination may be used to fill permanent regular help and/or limited term, emergency response, extra-help vacancies.

Positions may require pre-employment drug testing, physical and fingerprinting for a background investigation.

Transfer & Reinstatement Opportunities

If you have previously held a Social Worker position within a California county, you may have permissive reinstatement rights to a position in one of our 30 California counties. For more information please visit: <http://www.mss.ca.gov/TransfersReinstatements>.



Knowledge and Skills

The following may be tested in the examination:

Knowledge of:

- Social services research methods.
- Physical and mental health principles and the impact on the personality.
- Local socio-economic conditions, trends, and current problems and methodology in the field of public social services.
- Basic principles and techniques of interviewing and recording the social casework.
- Laws, rules, and regulations governing the operation of the public welfare agency.
- Community organizations and social problems calling for the use of public and private community resources.
- Basic principles involved in the nature, growth and development of personality, and in-group processes.
- Basic principles of individual and group behavior.
- Current issues in the field of social welfare.
- Principles of interviewing and problems-solving methodology.
- Basic public welfare programs on the Federal, State, and local level.
- General principles of public assistance policies and programs.

Ability to:

- Apply the principles of child psychology and family relationships.
- Evaluate personal psychological factors in the child and/or family’s situation.
- Act effectively in stressful situations.
- Demonstrate skill in the more difficult casework areas.
- Accept and use consultative supervision.
- Analyze situations and adopt effective courses of action.
- Apply existing laws, rules and regulations to welfare department operations and interpret and explain to the applicant, recipient, or others public social services programs, policies, rules and regulations.
- Develop skill in interviewing, case recording, and interpretation.
- Work constructively within a community setting and effectively use appropriate resources and services.
- Understand and learn the agency programs, policy and procedures.
- Obtain and recognize relevant and significant facts.
- Organize and maintain work detail.
- Relate and work well with agency staff, clients, and others.
- Communicate effectively, both orally and in writing.
- Establish and maintain client rapport on an individual basis.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Use computers and related software.
- Establish and maintain cooperative working relationships with agency staff, clients, and outside organizations.

Examination Information

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination components may consist of the following:

SECONDARY SCREENING

This examination will be weighted: Pass/Fail

- Based on responses to the supplemental questions

JOB SIMULATION EXAMINATION

This examination will be weighted: Pass/Fail

Categories tested may include:

- Analytical Reasoning & Decision Making Skills
- Written Communication Skills
- Bio-Psychosocial Awareness Skills
- Prioritization, Planning & Organizing Skills

BILINGUAL EXAMINATION

This examination will be weighted: Pass/Fail

Categories tested may include:

- Translating English to Spanish
- Grammar & Language Usage
- Reading and Understanding written material
- Oral interpretation of a brief conversation between an English-speaking employee and a Spanish-speaking client.
- Extemporaneous responses in Spanish to 2 questions (posed in Spanish).
- Oral translation of a one-page document.

ORAL EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Act Effectively Under Stressful Conditions
- Communication (Oral & Written)
- Confidential
- Difficult Casework
- Education, Experience and Training
- Interpersonal Relations
- Issues in the Field of Social Work
- Job Related Knowledge and Skills
- Laws, Regulations, and Rules Governing a Social Service Agency
- Lead Work
- Planning/Organizational Skills
- Principles of Child Psychology and Family Relationships
- Social Service Research Methods
- Initiative

County Specific Information

Merit System Services recruits for 30 of the 58 County Social Services Departments in California. You will find that the 30 counties are listed below. To find out more information about a county, please visit our website at www.mss.ca.gov The counties participating in this state-wide recruitment are as follows.

Calaveras	Inyo	Mono	Shasta
Colusa	Lake	Monterey	Siskiyou
Del Norte	Lassen	Napa	Sutter
El Dorado	Madera	Nevada	Tehama
Glenn	Mariposa	Plumas	Tuolumne
Imperial	Merced	San Benito	

Counties not accepting applications through this recruitment are listed below:

Alpine	Mendocino	Trinity
Amador	Modoc	
Humboldt	Sierra	

Prior to applying, please research the county or counties in which you would be interested in working. To view county specific information, please [click here](#)



SUPPLEMENTAL FORM - MASTER'S DEGREE

MASTER LEVEL SOCIAL WORKER
MERIT SYSTEM SERVICES

IF YOU APPLY ONLINE YOU DO NOT NEED TO COMPLETE THIS FORM. IT WILL BE PART OF THE ONLINE APPLICATION.

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IF YOU APPLY ONLINE YOU DO NOT NEED TO COMPLETE THIS FORM. IT WILL BE PART OF THE ONLINE APPLICATION.

Name: _____ Date: _____

As of today, have you received a MSW or a two year counseling degree from an accredited college or university in the United States or Canada? If yes, you do NOT need to complete the remainder of the form.	Yes No
If no, will you obtain your MSW or two year counseling degree within the next six months?	Yes No
<p>Do you have a LCSW?</p> <p>Are you a MFT or do you have a MFT intern number?</p> <p>If yes, please enter your MFT or MFT intern number</p> <p>If no, please complete the remainder of the form.</p>	<p>Yes No</p> <p>License # _____</p> <p>Yes No</p> <p>Intern # _____</p>
Name of school where Master's degree was obtained: _____	
Total number of units required for degree: _____ Quarter Semester	
Have you completed a field placement or internship as part of your Master's program? (If yes, respond to the questions below.)	Yes No

Please respond to the following questions by writing your narrative responses on the back of this form or on a separate sheet attached to this form:

A.	Where did you complete your field placement? (Identify the name, nature, and mission of the agency, i.e., public agency, private, type of clients served, et cetera.)	
B.	Was this a closely supervised placement? If yes, attach a description of the method and frequency of supervision.	Yes No
C.	How was your field placement evaluated and by whom? (Name and title of person who performed your evaluation)	
D.	Length of field placement? From: Month_____/Year_____ Hours per week _____ To: Month_____/Year_____ Total hours in this placement: _____	
E.	Did this placement include working with a caseload? If yes, provide a description of your responsibilities.	Yes No
F.	Did this placement include family or child counseling? If yes, provide a description of your responsibilities.	Yes No
G.	Did this placement involve working with child protective services or abused/neglected children? If yes, provide a description of your responsibilities.	Yes No
H.	Did this placement include work with court responsibilities? If yes, provide a description of your responsibilities.	Yes No